

(DRAFT) MINUTES  
**ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE**  
Friday, May 17, 2013  
Conference Room B, Audrey P. Beck Municipal Building

Members present: Peter Kochenburger, Bill Ryan  
Staff present: Curt Vincente, Director of Parks and Recreation; Lynda Lambert, Administrative Services Specialist  
Public present: none

**Call to Order**

Kochenburger called the meeting to order at 7:37 a.m.

**Approval of Minutes**

First meeting, no prior minutes.

**Discussion on the Fee Waiver Ordinance** (pertaining to Parks and Recreation activities only)

Staff provided an overview of the items that were included in the packet from the last Town Council meeting. It was noted that the Recreation Advisory Committee discussed the Fee Waiver Ordinance at their last meeting on April 24, 2013 and did not want to make specific recommendations on changes to the ordinance, but they clearly feel the ordinance should be improved and they are strongly against changes that will affect the paying customers.

Kochenburger lead a discussion on the current application process. The primary reason the Fee Waiver Ordinance, as it relates to Parks and Recreation programs, is being reviewed is due to the large increases in the cost in recent years. Ryan reviewed the budget reports noting the spread sheet in the packet. Discussion followed on potential methods to contain the costs but still provide services that residents need.

Staff were asked for some potential ideas on methods to contain costs and discussion included a more detailed application process, dollar limits per household depending upon the size of the household, limits on activities that qualify, and consideration of youth only activities.

The RecTrac software that Parks and Recreation uses for registration can provide a variety of reports on discounts given to fee waiver participants. Details of some reports were reviewed and more specific reports will be created and analyzed at the next meeting.

Several examples of other municipal community fee waiver programs were reviewed. Ryan asked that they be included with the minutes.

**Next Meeting/Future Agenda Items**

The next meeting was scheduled for Wednesday, May 29, 2013 at 7:30am. Members requested several reports from Parks and Recreation staff including 1) average number of classes that all (not just fee waiver) participants take; 2) average cost of classes for fee waiver participants versus non-fee waiver participants; 3) amount of adult versus child fee waiver costs. To capture a full year of costs, reports will reflect fiscal year 2011-12. Members also asked to have the Recreation Advisory Committee members invited.

**Adjournment**

The meeting was adjourned at 8:34 am.

Respectfully submitted,  
Curt Vincente